



Foreign Affairs Handbook

4 FAH-1 - Financial Management Handbook

Transmittal Letter: FMH-37

Date: March 29, 2004

4 FAH-1 H-220, H-250, H-260, H-280, H-310, H-320, H-420, H-430, H-450, H-520, and H-620 UPDATES

MAJOR CHANGES:

1. Revisions since the last update are listed in paragraph 4 below. They appear in ***bold italics*** in the handbook. Other than formal titles, the bold italics will be removed the next time the material is updated. Only current changes will appear in bold italics. Bold italics provide a historical record of changes.

2. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

4. The updated subchapters are: H-220, H-250, H-260, H-280, H-310, H-320, H-420, H-430, H-450, H-520, and H-620.

5. References to funds discontinued over one year ago have been deleted in all of the above subchapters.

6. **H-220 (8 of 23)**—Established fund account 19X0113.L (RM/BP/IRM)

7. **H-220 (9 of 23)**—Established fund account 19X0202 (ECA)

8. **H-220 (17 of 23)**—Established fund account 19X1030 (S/GAC)

9. **H-220 (20 of 23)**—Established fund account 194/51143 4/5 DC (PRM)
10. **H-220 (22 of 23)**—Established fund account 19-4/61154 (INL)
11. **H-220 (22 of 23)**—Established fund account 19X1155 (RM/ECA)
12. **H-250 (2 of 6)**—Established fund account 19F3875.55 U.S. Bank PowerTrack Payments Clearing Account (RM)
13. **H-250 (4 of 7)**—Changed fund 19X6035 office symbol to RM
14. **H-250 (4 of 7)**—Changed fund 19X6036 office symbol to RM
15. **H-260 (3 of 5)**—Established fund account 19X8813 (RM/ECA)
16. **H-260 (3 of 5)**—Established fund account 19X8813.1 (RM/ECA)
17. **H-260 (3 of 5)**—Established fund account 19X8813.2 (RM/ECA)
18. **H-260 (3 of 5)**—Established fund account 19X8813.3 (RM/ECA)
19. **H-280 (7 of 23)**—Established new fund 19-11 4/61022 (INL)
20. **H-280 (7 of 23)**—Established new fund 19-11 4/61022.1 (INL)
21. **H-280 (7 of 23)**—Established new fund 19-11 4/61022.2 (INL)
22. **H-280 (7 of 23)**—Established new fund 19-11 4/61022.3 (INL)
23. **H-280 (8 of 23)**—Established new fund 19-11 4/61022.4 (INL)
24. **H-280 (12 of 23)**—Established new fund code 19-724/51035 4/5ID (INL, OES, PRM, DRL)
25. **H-310 (27 of 50)**—Establish new Alpha allotment code for K Fund K000 (RM/BP/FC)
26. **H-310 (37 of 50)**—Established new allotment 4402 for Bureau of South Asian Affairs (SA)
27. **H-310 (37 of 50)**—Established new allotment 4490 Iraq – Supplemental Funds (NEA)
28. **H-420 (3 of 68)**—Changed title on organization code 012500 to Office of Rightsizing the USG's Overseas Presence (M)
29. **H-420 (20-23 of 68)**—Numerous changes were made to reflect RM's reorganization (RM)

30. **H-420 (22 of 68)**—Subchapter 421.16 is Unassigned.
31. **H-420 (26 of 68)**—New codes were added, and old codes were realigned (PA)
32. **H-420 (32 of 68)**—Changed acronym and title for organization codes 145210 (SA/A) Office of Afghanistan Affairs and 146200 (SA/PB) Office of Pakistan and Bangladesh Affairs
33. **H-420 (38 of 68)**—Established new organization code 175214 Domestic Management and Engineering Branch (DS/FSE/DME)
34. **H-420 (39 of 68)**—Established new org codes 175551 Project Coordination Branch, 175552 Domestic Buildings Branch, and 175553 Security Standards and Compliance Branch (DS/FSD)
35. **H-420 (42-45 of 68)**—Several changes were made to reflect IRM's reorganization amendment (IRM)
36. **H-420 (49-50 of 68)**—Established new organization codes 213362 Summer and Intern Programs, 213364 Summer College Student Intern Program, 213366 Summer Student AID Program, 213368 Clerical Intake (Temporary) (HR)
37. **H-420 (55 of 68)**—Established new title for organization code 224100 Office of Information Programs and Services (A/RPS/IPS)
38. **H-420 (58 of 68)**—Changed of acronyms and titles of organization codes 232200-232240 (ECA)
39. **H-420 (59 of 68)**—Changed acronyms and titles for OBO organization codes,(OBO)
40. **H-420 (65 of 68)**—Changed acronyms and titles for organization codes 260651 and 260653 (FSI)
41. **H-420 (62 of 68)**—Added new organization codes 260654 and 260655 (FSI)
42. **H-430 (21 of 83)**—Reactivated post code 450 Tripoli, Libya (Remove closed status) (NEA)
43. **H-430 (28 of 83)**—Corrected organization code 310465 to read Overseas Building Operations (OBO)
44. **H-430 (28 of 83)**—Corrected organization code 310468 to read Diplomatic Security (SEOP) LaPaz (DS)

45. **H-430 (48 of 83)**—Removed closed status on organization code 345001 Tripoli, Libya and change pay office to 394 (NEA)
46. **H-430 (55 of 83)**—Established new organization code 357668 Diplomatic Security (SEOP), Dar es Salaam (DS)
47. **H-430 (56 of 83)**—Established numerical listing for organization code 310905 Belmopan, Belize (OBO)
48. **H-430 (65 of 83)**—Established new organization code 310965 Belize City, Belize (OBO)
49. **H-430 (65 of 83)**—Established new organization code 310905 Belmopan, Belize (OBO)
50. **H-430 (81 of 83)**—Removed closed status from Tripoli, Libya alphabetical listing (NEA)
51. **H-450 (6 of 7)** Changed title on organization code 520500 to UN Mission in Liberia (IO)
52. **H-520 (44 of 119)**—Changed title for function code 3571 to UN Mission in Liberia (IO)
53. **H-520 (106 of 119)**—Modified and added function codes 7930 Emergency Response Fund, 7931 Emergency Response Fund – Security Improvements, 7932 Emergency Response Fund – Environmental Security, 7933 Emergency Response Fund – Emergency Egress, and 7940 Compound Security Upgrades (OBO)
54. **H-520 (107 of 119)**—Modified and added function codes 7941 Compound Security – Physical Security Upgrades, 7942 Compound Security – Residential Security Upgrades, 7943 Compound Security – Forced Entry Ballistic Restraint Doors and Windows, 7944 Compound Security – Environmental Security, 7945 Compound Security – Safe Havens, Generator Protection, Fuel Tank Burials, 7946 Compound Security – Roof Hatches and Vault Doors, and 7949 Compound Security – Soft Targets (OBO)
55. **H-620 (5 of 10)**—Established new Revenue Source Code ADAV for 19X0113.P (ECA-IIP)

FILING INSTRUCTIONS (Paper copy only)

1. Remove and destroy the text of the old subchapters H-220, H-250, H-260, H-280, H-310, H-320, H-420, H-430, H-450, H-520, and H-620 and replace them with the attached subchapters.

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:FMH-37, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Intranet site.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST Room B-934, (202) 736-7470, FAX (202) 736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to RM/DCFO/FPRA/FPMC. FPMC may be reached at (703) 516-1681.

(RM/DCFO/FPRA/FPMC)